

**QUEEN'S UNIVERSITY BELFAST**

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16 August 2019

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**VLE (Canvas)**

**Canvas – Getting ready for go-live**

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## Content Import

### Canvas Course Import Tool

The Canvas Course Import Tool makes it easy to extract content, assignments, and quizzes from previous terms or modules and quickly import them into existing modules. The same tool is used to import module materials from different Virtual Learning Environments.

For detailed information on what the Course Import Tool can do, please visit the Canvas Guide: <https://guides.instructure.com/m/67952/l/724501-what-is-the-course-import-tool>

Access required in the Module Development Area and the Module for AY-2019/20 to import content:

-  Observer
-  Designer
-  TA
-  Teacher

### Terminology

Below is an explanation on the Canvas module terminology and the differences between them:

- Module Development Area

The Module Development Area in Canvas was created as a space for academic staff to begin building module content, this development area will not have any students enrolled.

You can identify Module Development Areas as they will have 'DEVELOP' at the beginning of the module title and are not associated to a term.

- Module for AY-2019/20

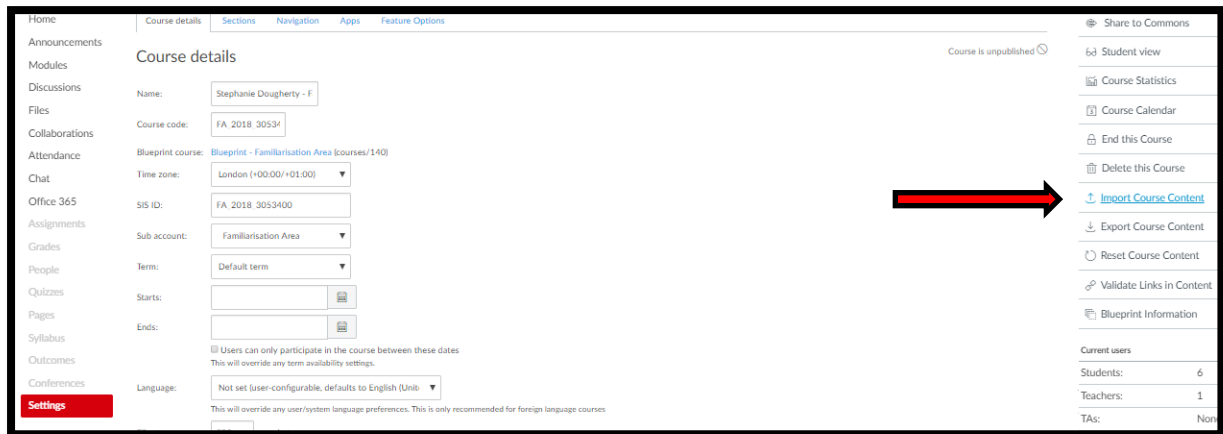
The Module for AY-2019/20 in Canvas is a module that has been created via Qsis information and it will have the required student enrolments attached, however it will not have any content when first created. Staff can easily import content from their Module Development Area into the new Module for AY-2019/20.

You can identify the Module for AY-2019/20 as it **will not have** 'DEVELOP' at the beginning and it will have the same title as in Qsis. It will also be associate to a term.

## Steps for Importing Content

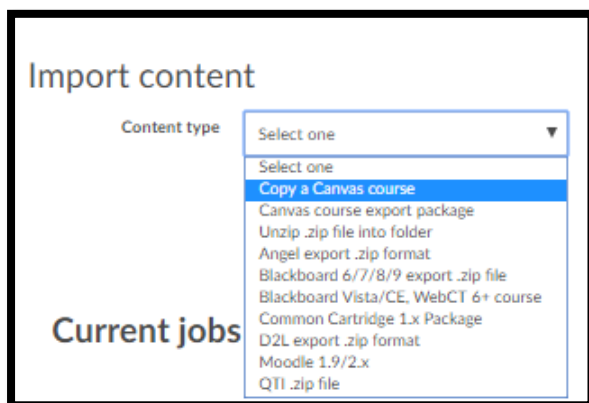
### Step 1

When you are in your Module for AY-2019/20, you begin by selecting the SETTINGS menu option from the bottom of the module navigation menu → then select the 'Import Course Content' option as demonstrated in the screenshot below.



### Step 2

Then select the 'Copy a Canvas Course' from the Content type drop down menu.



### Step 3

You can then search for your Module Development Area to select content to import to your Module for AY-2019/20 → tick the option to select 'All content' → then select Import

### Import content

Content type

Search for a course

Include completed courses

Content  All content  
 Select specific content

Options  Adjust events and due dates

#### Step 4

Once you have started an import, the Current Jobs menu displays the job status of any imports in process, as well as any prior import history.

Current jobs			
Course copy	<a href="#">Test - Environmen...</a>	6 Aug at 12:06	<span>Running</span> <input type="checkbox"/>
Course copy	<a href="#">English</a>	3 Aug at 12:16	<span>Waiting for selection</span> <input type="button" value="Select content"/>

#### Step 5

When your import is complete, you will see this on the Import content page & your Module for AY-2019/20 is ready for use.

Current jobs			
Course copy	<a href="#">Test - Environmen...</a>	6 Aug at 12:06	<span>Completed</span>

## Module Dashboard Images

### Adding a module image to the dashboard

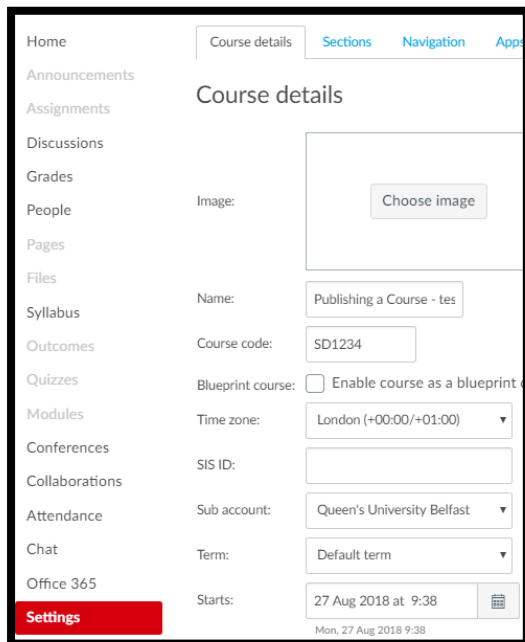
You can upload an image to display in the module card in the Canvas Dashboard.

For detailed information around format and best practices, please visit the Canvas Guide:  
<https://community.canvaslms.com/docs/DOC-12780-4152626354>

### Steps to add an image to a module card

#### Step 1

When in your chosen module, select Settings → Course details → Choose image



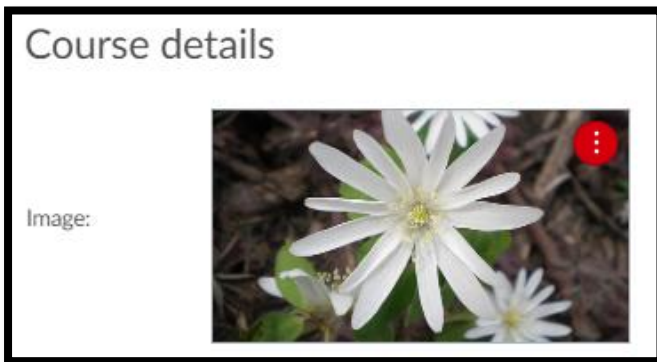
#### Step 2

You can either upload an image from your computer or choose search Unsplash → select your chosen image



Step 3

View the image as it will be shown in the Dashboard module card



Step 4

Click 'Update Course Details'

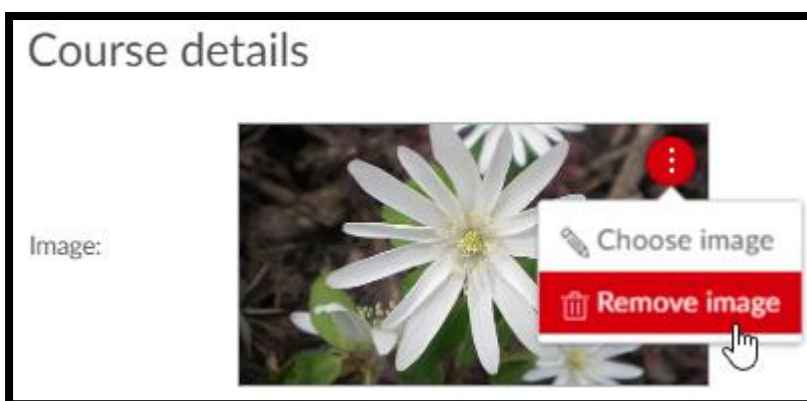


Manage the module card image

You can change or remove the module card image, access through the module settings → Course details → click Course image settings → to change image, repeat steps 1-4



To remove image completely, select Remove image



Then, 'Update Course Details'



## **Publishing the Module**

You must publish a module before students can access it and its contents. Unpublished modules will not show up within the Students dashboard and will not be visible to students.

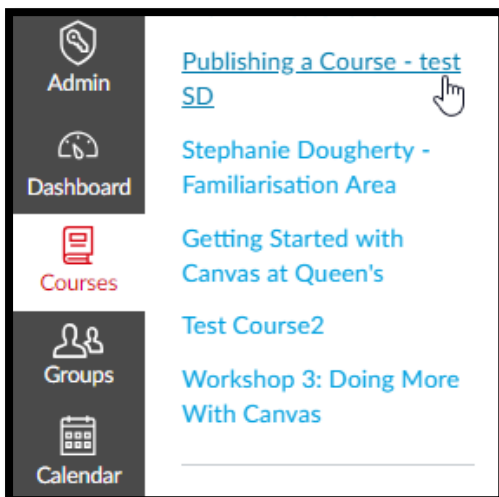
Access required to publish a module:

- Observer
- Designer
- TA
- Teacher

### Steps for publishing the Module

#### Step 1

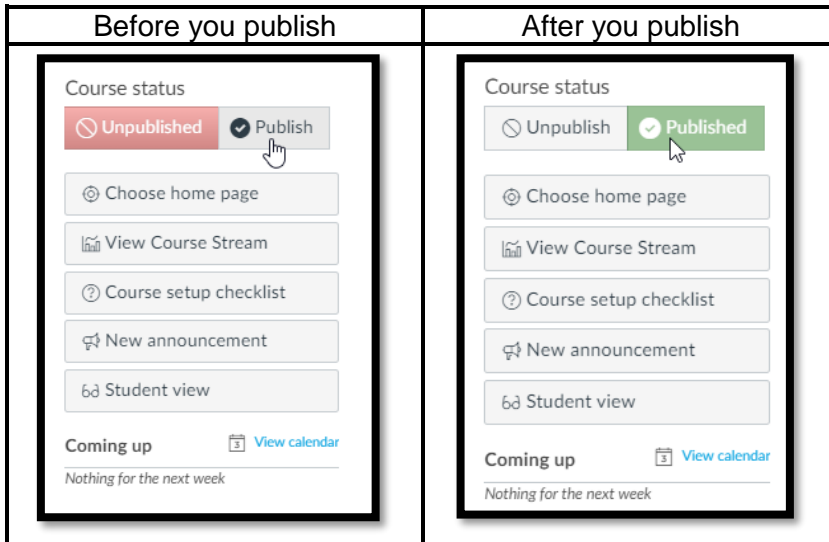
Access the Module you would like to publish through the Global navigation or your dashboard.



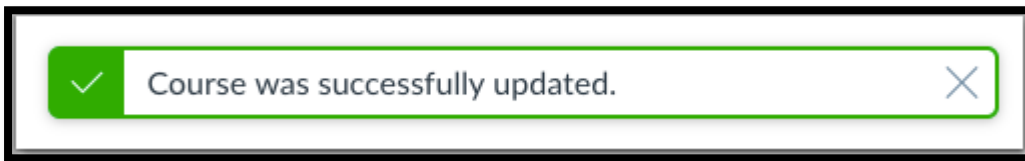
#### Step 2

When you are in the Module you wish to publish, you will see the option in the side bar → click Publish





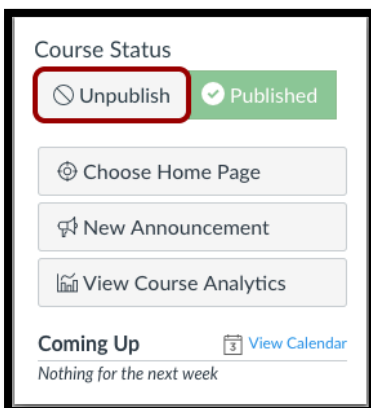
When your Module has been published, you will see a confirmation message at the top of your screen



### Unpublish a Module

If you need to unpublish your Module, click the Unpublish button in the sidebar. Students who already received module invitations will not be able to access your module.





*Please be aware - once your module contains a graded submission, you can no longer unpublish it.*



## Publish content within a module


Students will only see content that is published within your module, this means you can restrict what and when, content is available to them.

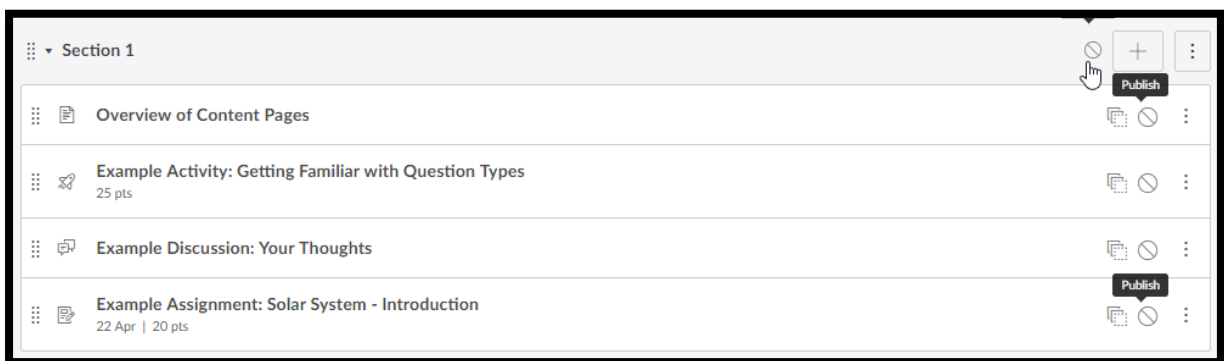
Access required to publish module content:

-  Observer
-  Designer
-  TA
-  Teacher

## Steps for publishing content within a module

### Step 1

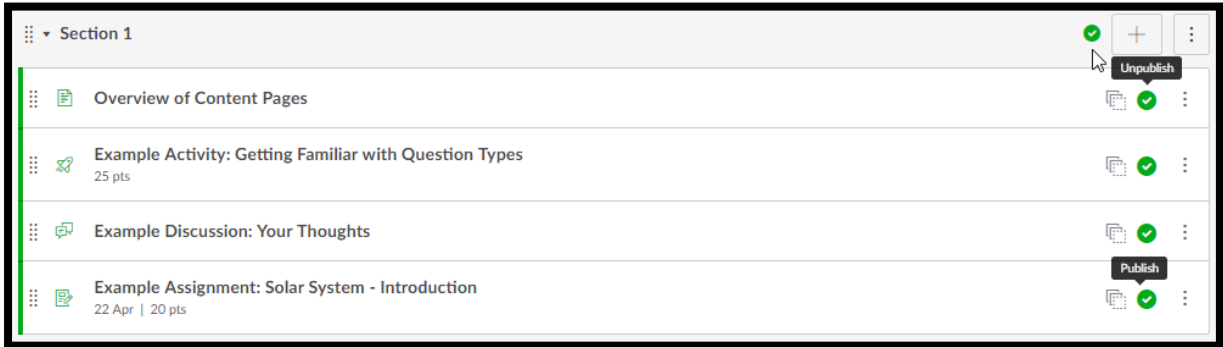
To publish a Topic/week, click on the Modules link in the menu → click on this  icon parallel to the Week/Topic Title.




### Step 2

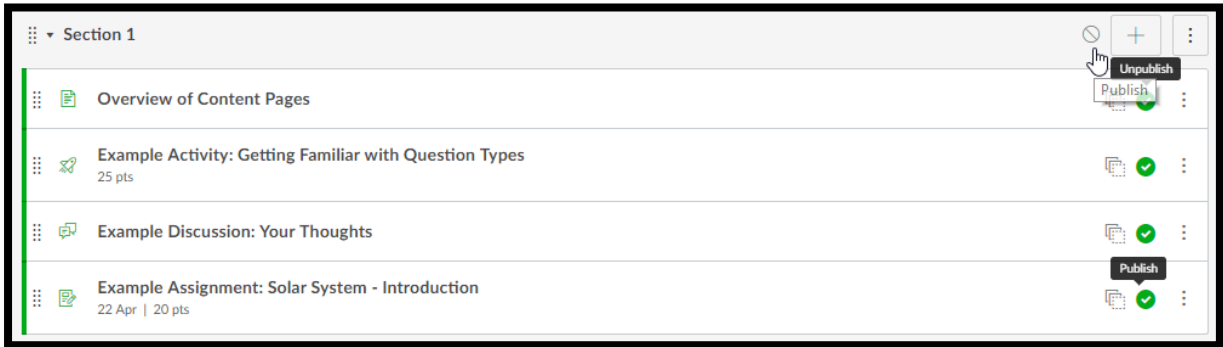
Once it turns green, the Week/Topic is published. Publishing this area will also publish all of the items in that module

You can choose to unpublish specific items within the Week/Topic.



### Unpublish a Week/Topic

You can unpublish a Week/Topic by clicking  and verifying that it has turned back to gray, as shown below



## Further Support

If you need any further support with completing any of the above actions, Canvas Tier 1 support is available 24x7x365 and you can contact them through any of the following contact methods from the Navigation menu or by emailing [support@instructure.com](mailto:support@instructure.com) from your Queen's Email account.

